

PROCEDURE FOR APPOINTING/TERMINATING AGENTS AND GENERAL INFORMATION

MIDWEST ZONE APPOINTMENT/TERMINATION FORM

Licensed agents only may be appointed; insurance brokers and insurance agencies may not be appointed.

To appoint an agent the Midwest Zone Appointment/Termination form must be submitted to the Department. The form must be completed in its entirety. A separate form must be completed for appointments and terminations, both may not be submitted on one form. You will not receive confirmation of the appointment or termination at the time of processing, however the names will appear on the monthly billing statement. Also, you may obtain appointment or termination status on the Producer Database through the NAIC. This form may be obtained from the Department's website at www.nol.org/home/ndoi. You may also submit appointments electronically through the Producer Information Network (PIN) you must contact the NAIC to obtain the information for this process.

A qualified licensed agent may be appointed in the following lines of insurance however, the agent would have only the authority that is listed on their agent license:

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|---|--|
| (1) Property & Casualty | (5) Credit Life/Credit Accident & Health |
| (2) Life & Annuities | (6) Title |
| (3) Variable Contracts | (7) Crop |
| (4) Sickness, Accident & Health | (8) Assessment Association |
| (9a) Auto Mechanical Breakdown | |
| (9b) Prepaid Legal | |
| (9c) Motor Club | |
| (9d) Prepaid Dental | |
| (9e) Health Maintenance Organization | |
| (9f) Unemployment Credit Insurance | |
| (9g) Group Credit Property | |
| (9i) Miscellaneous Limited Lines | |
| (5) Fire & Allied Lines | (12) Burglary & Theft |
| (6) Auto Liability/Auto Physical Damage | (14) Fidelity & Surety |
| (7) Comprehensive Personal Liability | (15) Homeowners Multiple Peril |
| (8) General Liability | (16) Farmowners Multiple Peril |
| (9) Marine & Transportation | (17) Commercial Multiple Peril |
| (10) Workers' Compensation | (18) Plate Glass |
| (11) Credit | (19) Boiler & Machinery |
| | (21) Domestic Animal |

DO NOT remit the appointment or termination of appointment fee with the appointment/termination form. The company will be billed for the appointment and termination fees.

TRANSACTIONS WITH UNLICENSED PERSON PROHIBITED - §44-4034:

No insurance company admitted to do business in this state shall accept applications for, write, place, or cause to be written or placed any policy of insurance the solicitation of which involves an insurance agent, insurance broker, or insurance agency and which covers risks located or residing in this state except through a licensed agent who has been appointed by such company pursuant to §44-4035 or through an individual licensed as a broker in this state.

APPOINTMENT OF AGENT §44-4035:

(1) Each insurer appointing a licensed agent shall notify the Director of such appointment. Such appointment shall be valid upon execution if the appointment is mailed to the Department within ten days of execution. The Department shall make confirmation to the insurer of the receipt of notification of appointment. The notification shall be upon forms provided by the Director indicating the lines of insurance the licensed agent will be authorized to write for the insurer, and the insurer shall pay a fee as established by the Director not to exceed ten dollars. Such notification shall remain on record in the Department until the appointment is terminated so long as the insurer pays the annual appointment fee, not to exceed ten dollars.

(2) If the appointment of a licensed agent by an insurance company is terminated, the insurer shall give written notice of the termination and the effective date of such termination to the Director within five working days of the termination and to such agent when reasonably possible. The Director may require the insurer to demonstrate that he or she has made a reasonable effort to give such notice to the licensed agent.

(3) All such notices of termination shall be filed on forms prescribed by the Director stating the cause and circumstances of such termination, and the insurer shall pay a fee as established by the Director, not to exceed ten dollars, to remove the licensed agent's name from the Department's records. Any information, document, record, or statement provided under this section may be used by the Director in any action taken against a licensed agent. However, such notice of termination shall be considered privileged in any civil action between the reporting insurer and the terminated licensed agent.

COMPENSATION §44-4037:

Unless otherwise authorized by law, an insurer, broker, or agent shall not pay any commission, brokerage, or other valuable consideration to any person for services rendered in this state as an agent or broker unless such person has been appointed by the insurer, is licensed as a broker in this state, or held at the time such services were rendered a valid license for the line of insurance as required by the laws of this state for rendering such services. Any person licensed under the Insurance Producers Licensing Act may pay or assign any commissions or direct that any commissions be paid to a licensed insurance agency with which such person is associated. This section shall not prevent the payment or receipt of renewal or deferred commissions to or by any person entitled to such renewals or any valid collateral assignment of commissions by a licensed agent to satisfy a debt obligation.

APPLICATION FOR INSURANCE AGENCY LICENSE FORM #DOI-9002

To obtain an agency license submit the application for Insurance Agency License and a check in payment of the license fee. Refer to the Schedule of Fees on the reverse side of the application.

AGENCY DEFINITION §44-4002(6):

Insurance agency shall mean any partnership, unincorporated association, or corporation transacting or doing business with the public or insurance companies as an insurance agent or broker.

Sole proprietorships are required to obtain an insurance agency license if the sole proprietorship falls within the agency definition above or the sole proprietorship holds itself out to be an insurance agency.

IDENTIFICATIONS OF AGENT ON POLICIES - §44-4040:

All policies and applications, the solicitation of which involved an insurance agent, insurance broker, or insurance agency, shall identify the name of each such agent, broker and agency. If the application is attached to the policy upon issuance, the required identification may be contained in either the application or the policy.

DURATION OF INDIVIDUAL AGENTS, BROKERS, CONSULTANT AND SURPLUS LINES LICENSE

All individual licenses will be issued to expire on the last day of the month of the licensee's birth month in the first year after issuance in which his or her age is divisible by two.

Therefore, individuals born in even numbered years renew their license in their birth month in the even numbered years and individuals born in odd numbered years renew their license in their birth month in the odd numbered years.

The agent appointments remain on an annual basis May 1st to April 30th.

FEES -- Effective September 1, 1993.

Agent's Appointment - New and Renewal	\$ 8.00 (retaliatory)
Cancellation of Agent's Appointment.....	3.00
Letter of Clearance	5.00
Letter of Certification	5.00
Continuing Education Certificate of Completion	5.00
Pre-licensing Certificate of Completion	10.00

RENEWAL PROCEDURE - AGENT'S APPOINTMENT

Unless canceled by the company, all appointments in effect on April 30th of each year will be automatically renewed on May 1st.

If an agent fails to renew his or her license, or if an agent is ineligible for licensing, the appointment will be automatically nonrenewed.

A renewal statement will be mailed to the insurance company in mid-May. The statement reflects the names of all agents reappointed for the current year.

MONTHLY BILLING STATEMENTS

A list reflecting the names of all agents who failed to renew their license or whose license was nonrenewed for noncompliance of the education requirements will be included with the billing statements on a monthly basis.

Home Office Employee License

When appointing a home office employee, the following must be submitted to the Department.

1. Form DOI-4-9001 - Application for Resident Agent's License
2. Form Midwest Zone Appointment/Termination Form
3. Form DOI-4-9006 - Home Office Employee
4. Check in payment of the agent's license fee. Do not remit the appointment fee.

Reasonable accommodations for disabled persons available upon request. TDD users phone 1-800-833-7352 for relay to (402) 471-2201.

STATE OF NEBRASKA
DEPARTMENT OF INSURANCE
941 "O" STREET, SUITE 400
LINCOLN, NE 68508-3639
LICENSING (402) 471-4913
SWITCHBOARD (402) 471-2201
FAX (402) 471-6559
e-mail: licensing@doi.state.ne.us

MIDWEST ZONE APPOINTMENT/TERMINATION FORM

(Company return address box)

Company contact telephone number (_____) _____

☐

Appoint

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Terminate

SSN	NAIC #	NAIC #	NAIC #	NAIC #	NAIC #	Effective Date	C

- Entries on a form must be either all appointments or all terminations
- NAIC # - Use NAIC-issued 5-digit company number
- Effective Date – Use mm/dd/yyyy format
- C - Mark this column only if the termination is “for cause.” A termination is “for cause” when an insurer ends its agency relationship with a producer for one of the reasons specified in this state’s licensing regulations.